

Center for Educational Performance and Information (CEPI)

Nonpublic School Personnel Report

Application User's Guide

Fall 2007

Questions?
e-mail: CEPI@michigan.gov
Contact: 517-335-0505



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Introduction

This User's Guide is intended for all authorized users of the Nonpublic School Personnel Report Application. Along with this document, please read the Data Field Descriptions and any addenda posted to the Nonpublic School Personnel Report Web page at www.michigan.gov/cepi. Click on the "Nonpublic School Personnel Report" link located under Quick Links on the right navigation bar. The User's Guide is divided into sections to correlate with the online application and includes general information about each field to be submitted, instructions for using the data entry system and for creating reports of the data submitted.

General Information

What information is entered into the Nonpublic School Personnel Report?

The Nonpublic School Personnel Report is designed to collect basic employment elements relating to all nonpublic school personnel. Personnel data must be submitted via the Internet once each year in the fall. Data are entered and edited online.

Data compiled via the Nonpublic School Personnel Report will be used to meet the requirements of school safety legislation. Effective January 1, 2006, Michigan law requires that criminal history checks be conducted by the Michigan State Police and the Federal Bureau of Investigation for all regular and contracted employees hired or assigned by public and nonpublic schools.

When is the Nonpublic School Personnel Report due?

The application is open from September 4 through December 3, 2007. The deadline for data submission is December 3, 2007.

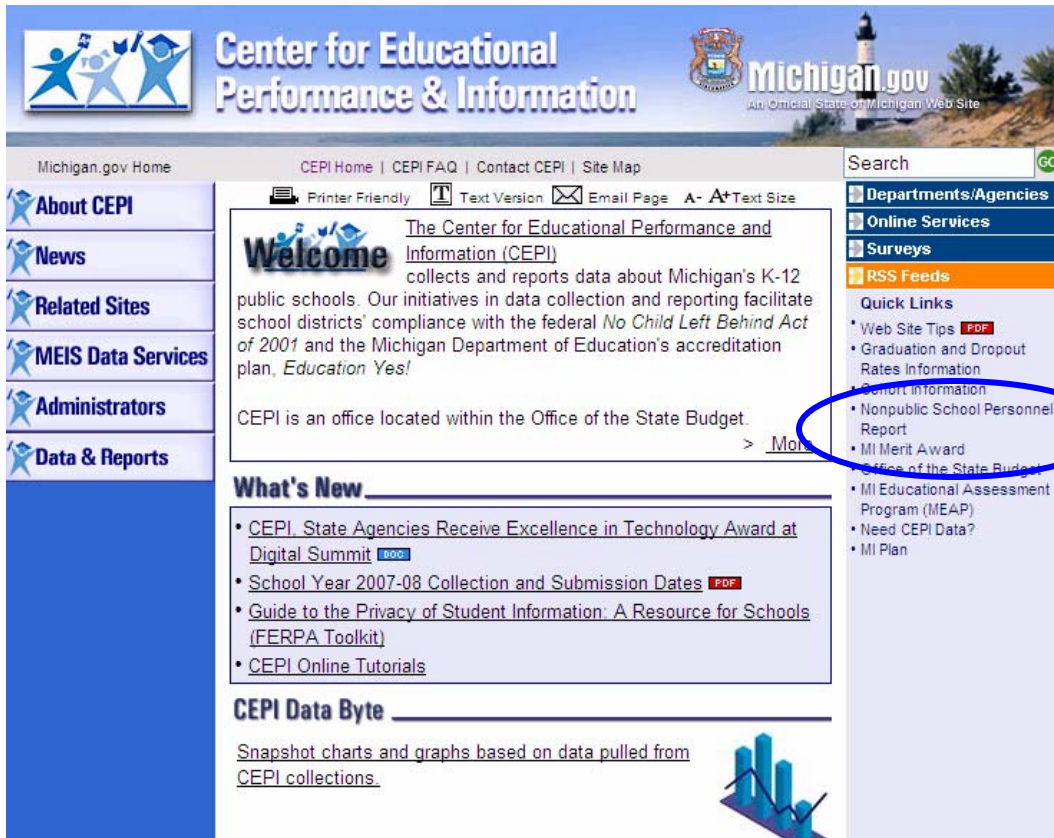
Need help?

Michigan Education Information System (MEIS) Account or Password

If you have problems with your MEIS account or password while you are using the Nonpublic School Personnel Report Application on the MEIS system, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

Nonpublic School Personnel Report Content Information and Resource Materials

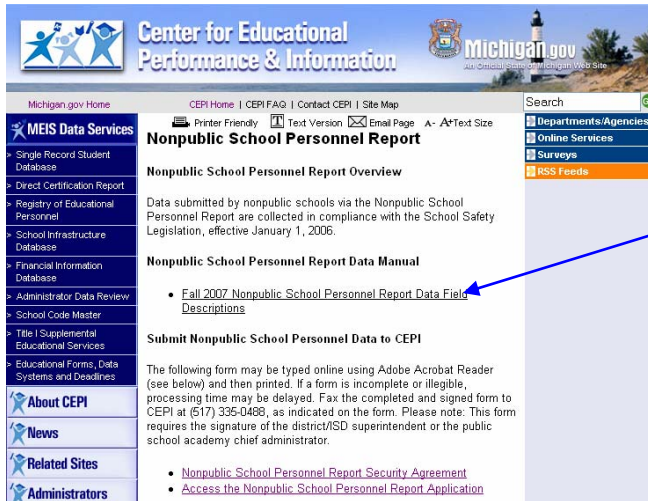
For detailed information about the Nonpublic School Personnel Report, please visit the CEPI Web site at www.michigan.gov/CEPI. Click on the "Nonpublic School Personnel Report" link located on the right navigation bar under the heading Quick Links. This link will provide information about the submission of the Nonpublic School Personnel Report, such as the Data Field Descriptions, current submission information, resource materials, access to the application and the Security Agreement.



For questions regarding report content, please e-mail CEPI@michigan.gov or call the CEPI Customer Support Team at 517-335-0505. Please provide your name, school code and school name, the CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.

Nonpublic School Personnel Report Data Field Descriptions

The Nonpublic School Personnel Report Data Field Descriptions document is posted on the CEPI Web site at www.michigan.gov/CEPI. Click on the "Nonpublic School Personnel Report" located on the right navigation bar under the heading Quick Links (illustrated above). The Nonpublic School Personnel Report Data Field Descriptions can be found under the heading "Nonpublic School Personnel Report Data Manual" at this site.



Be sure to print the Fall 2007 Data Field Descriptions and any Addenda that may be posted in the Nonpublic School Personnel Report Data Manual section.

Application Startup and Security

Authorized User – Your MEIS Account

The Nonpublic School Personnel Report Application is available to individuals who first obtain an MEIS Account (MEIS Account number, user name and password) and then receive authorization via a security agreement application for the Nonpublic School Personnel Report Application. If you do not have an MEIS account, go to the MEIS Web site at <https://www.cepi.state.mi.us/MEISpublic/> (screen below). You may use the same MEIS account number for all MEIS applications, but a separate security agreement is required for each application you are authorized to access.

All questions concerning your MEIS account number and/or password should be directed to CEPI Customer Support at 517-335-0505 or CEPI@michigan.gov.

Create your MEIS Account

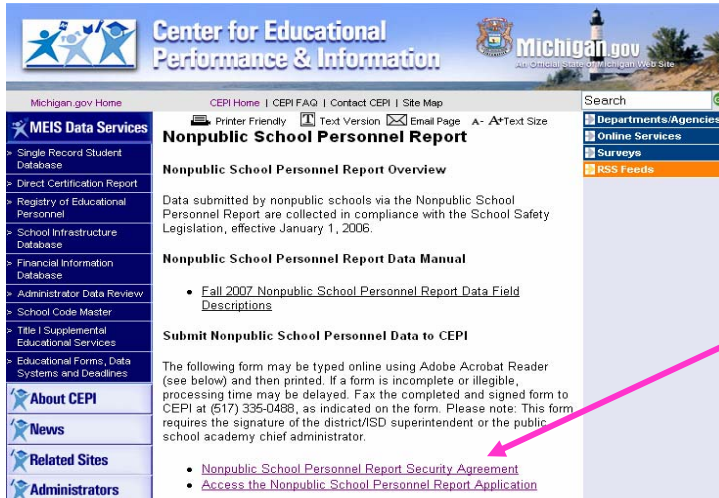
To create your MEIS account number and password, go to the MEIS Web site at: <https://www.cepi.state.mi.us/MEISpublic/>. Follow the directions on this page to obtain your MEIS Account (MEIS Account number, user name and password) or to update your MEIS Account information.

The following screen will appear:

The screenshot shows the 'MEIS MICHIGAN EDUCATION INFORMATION SYSTEM User Management System' logo. The main heading is 'Welcome to the MEIS User Management System'. Below this, it states 'MEIS Accounts are used to access MEIS web-based applications bearing this logo:'. There are two sections: 'Questions & Answers regarding MEIS User Management' and 'MEIS Login'. The 'MEIS Login' section has fields for 'Login:' and 'Password:', and a 'Login' button. The 'Questions & Answers' section provides instructions for new and existing users.

Security Agreement

After you have established your MEIS account, download the Nonpublic School Personnel Report Security Agreement from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi. Click on "Nonpublic School Personnel Report" located under the Quick Links on right navigation bar. The Security Agreement is located in the box titled, **Submit Nonpublic School Report Data to CEPI**. Follow the directions on the security form, and once you have completed the Nonpublic School Personnel Report Security Agreement and it has been processed by the CEPI Customer Support Team, you will receive an e-mail notification that you have access to the application. Once you have security access to the application, you are ready to begin.



Click here on the Web site to obtain a copy of the Nonpublic School Personnel Report Application Security Agreement.

Nonpublic School Personnel Report Application

Accessing the Nonpublic School Personnel Report Application

The Nonpublic School Personnel Report Application may be accessed through two Web sites:

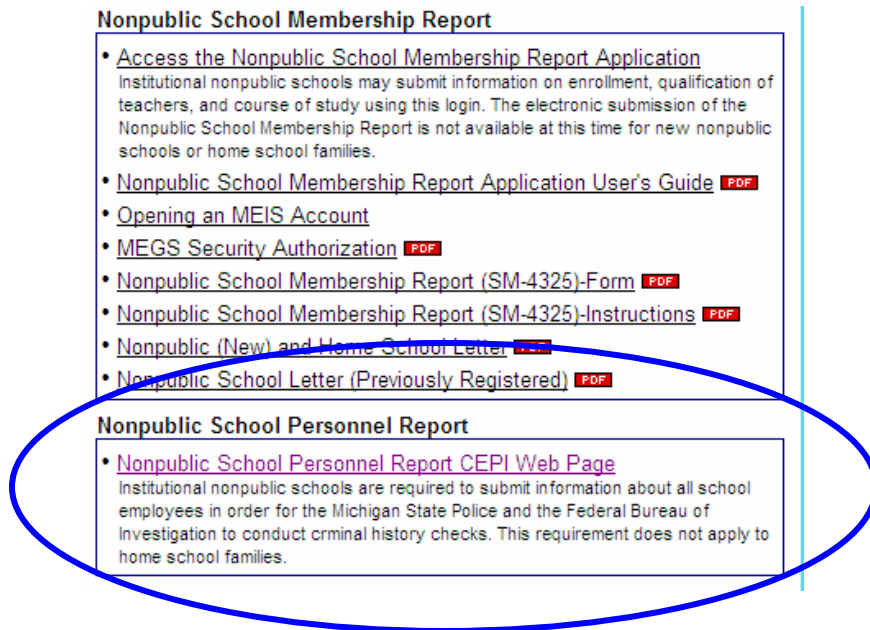
- 1) Click on the "Nonpublic School Personnel Report Application" under the heading Submit Nonpublic School Personnel Report Data to CEPI.

Submit Nonpublic School Personnel Data to CEPI

- Nonpublic School Personnel Report Security Agreement
- Nonpublic School Personnel Report Application

Click here on the CEPI Web site to access the Nonpublic School Personnel Report Application.

- 2) The Nonpublic School Personnel Report Application is also available via the Michigan Department of Education's Nonpublic School Home Page under the heading Nonpublic School Personnel Report at: <http://www.michigan.gov/npshts>.



MEIS Login Screen

When you click on "Nonpublic School Personnel Report Application," the following screen will be displayed. The next step is to enter your MEIS login "User Name" and "Password":

REP | Registry of Educational Personnel

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Educational Personnel

- [REP Data Field Descriptions](#) PDF
- [REP User's Guide](#) PDF
- [REP FAQs](#) PDF
- [REP Security Agreement Form](#) PDF
- [CDX Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)

Nonpublic School Personnel Report

- [Nonpublic School Personnel Report Data Field Descriptions](#) PDF
- [Nonpublic School Personnel Report User's Guide](#) PDF
- [Nonpublic School Personnel Security Agreement Form](#) PDF
- [Obtaining or Updating a MEIS Account](#)
- [Michigan Electronic Grants System](#)

MEIS Login

User Name:

Password:

[Forgot your password?](#)

The REP Application and the Nonpublic School Personnel Report will be available for the Fall 2007 data submission September 4 through December 3, 2007.

VERISIGN SECURED

To enter your password into the login screen:

1. Click in the **Login** box.
2. Type your **Login User Name**.
3. Press the **Tab** key to go to the **Password** box or put your cursor in the **Password** box.
4. Type your **Password**.
5. Click on the **Login** button.

If you need assistance, please contact CEPI Customer Support at 517-335-0505, or via e-mail at CEPI@michigan.gov.

System Logs Out User

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login user name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must log in again. Any pending or partial information you have entered will be lost and must be re-entered when you log in again. The complete record must be entered with valid data in all fields and you must click on "Submit Nonpublic School Personnel Report Data for this Employee" for the data to be saved.

For security purposes, you have been logged out due to inactivity within the system for 20 minutes. Please re-enter your login information.



If your connection has been inactive for 20 minutes, your access authorization ends and this message will appear on the MEIS Login page. You will be required to enter your login user name and password.

Access Denied

Access Denied?

If you have entered your MEIS login name and password correctly and access is denied, please contact the DIT Client Service Center at 517-335-0505, or via e-mail at Help-Desk@michigan.gov.

Online Customer Support Materials

REP | Registry of Educational Personnel

Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Educational Personnel

- [REP Data Field Descriptions PDF](#)
- [REP User's Guide PDF](#)
- [REP FAQs PDF](#)
- [REP Security Agreement Form PDF](#)
- [CDI Security Agreement Form PDF](#)
- [Obtaining or Updating a MEIS Account](#)

Nonpublic School Personnel Report

- [Nonpublic School Personnel Report Data Field Descriptions PDF](#)
- [Nonpublic School Personnel Report User's Guide PDF](#)
- [Nonpublic School Personnel Security Agreement Form PDF](#)
- [Obtaining or Updating a MEIS Account](#)
- [Michigan Electronic Grants System](#)

[Forgot your password?](#)

The REP Application and the Nonpublic School Personnel Report will be available for the Fall 2007 data submission September 4 through December 3, 2007.



Need help with your password? Click here.

For direct access to customer support materials, click on a link.

Nonpublic School Personnel Report Application Menu Options

Once you log in, the following Nonpublic School Personnel Report Application Welcome screen will appear. To access an option, click on it.

The screenshot shows the 'Nonpublic School Personnel Report Main Menu' page. At the top, there is a header with the 'Center for Educational Performance & Information' logo and 'Michigan.gov' branding. Below the header, a navigation bar contains links for 'Michigan.gov Home', 'CEPI Home', 'User's Guide', and 'Teacher Verification'. The main content area is titled 'Welcome to the Nonpublic School Personnel Report'. It features a form for 'Your School/Facility:' with a dropdown menu showing 'Kalamazoo Country Day (00058)' and a text field showing '4221 E. Milham Road, Portage'. Below this, there are two main sections: 'Data Submission' and 'Reports'. The 'Data Submission' section includes links for 'Online Single Submission Form' and 'Personnel Submitted'. The 'Reports' section includes links for 'Download NPSPR Data File' and 'Employee Listing by School/Facility'. Annotations with blue arrows point to the school name and address in the form, and to the 'Data Submission' and 'Reports' sections. A text box on the right states: 'School name and address will display as illustrated.' Another text box on the right states: 'Click on the application function desired.'

Michigan.gov Home | CEPI Home | User's Guide | Teacher Verification

Nonpublic School Personnel Report Main Menu

Welcome to the Nonpublic School Personnel Report

Your School/Facility: Kalamazoo Country Day (00058)
4221 E. Milham Road, Portage

Data Submission

To submit and update personnel data, select from the following:

- [Online Single Submission Form](#)
- [Personnel Submitted](#)

Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

School name and address will display as illustrated.

Click on the application function desired.

Data Submission

Updating Previously Submitted Records from Fall 2006

Fall 2006 was the initial submission period for school personnel for the nonpublic schools in Michigan. During the Fall 2007 NPSPR Data Submission cycle all previously submitted personnel records must be updated. There are two methods for updating staff members' records reported during the Fall 2006 submission cycle.

Updating an individual record

Click on the Personnel Identification Code (PIC) number button of the personnel record under the PIC column. (Illustrated below) The employee's complete personnel record will then appear. Update any necessary data for the employee's record and click "Submit NPSPR for this Employee". (More information about updating an individual record or adding new personnel begins on page 13.)

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report Submitted

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Records updated for this submission cycle: 0
Records not updated for this submission cycle: 63

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

[Update Selected Personnel](#) [Print Page](#)

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✗	7694				M
<input type="checkbox"/>	✗	1762				M
<input type="checkbox"/>	✗	1766				M
<input type="checkbox"/>	✗	1767				F
<input type="checkbox"/>	✗	1769				M
<input type="checkbox"/>	✗	1770				F
<input type="checkbox"/>	✗	1772				M
<input type="checkbox"/>	✗	1773				F
<input type="checkbox"/>	✗	1774				F

Click on a PIC number to access a record for updating.

Updating multiple records at one time

Place a check in the checkbox in the first column next to the employee's record. After selecting the appropriate records, click the "Update Selected Personnel" button that appears on the top of the employee list.

After using one of those methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to that record.

Center for Educational Performance & Information
[Michigan.gov Home](#) | [CEPI Home](#) | [Nonpublic Home](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)

Nonpublic School Personnel Report Submitted

Icon Legend

✓ Personnel record updated for the submission cycle.

✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Auburn Area Catholic School

Records updated for this submission cycle:
6

Records not updated for this submission cycle:
17

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel

Print Page

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input checked="" type="checkbox"/>	✗	624				F
<input checked="" type="checkbox"/>	✗	770				F
<input checked="" type="checkbox"/>	✗	52				F
<input checked="" type="checkbox"/>	✗	56				F
<input checked="" type="checkbox"/>	✗	57				F
<input checked="" type="checkbox"/>	✗	770				M
<input checked="" type="checkbox"/>	✗	58				F
<input checked="" type="checkbox"/>	✗	59				F

Click the box for each record that you want to automatically update.

After all records are checked, click on the box "Update Selected Personnel" that appears on the top of the employee list.

After clicking on "Update Selected Personnel", the red "Xs" will change to green checks, indicating that the records were updated for the current submission cycle.

Center for Educational Performance & Information
[Michigan.gov Home](#) | [CEPI Home](#) | [Nonpublic Home](#) | [User's Guide](#) | [Teacher Verification](#) | [Contact Help Desk](#) | [Logout](#)

Nonpublic School Personnel Report Submitted

Icon Legend

✓ Personnel record updated for the submission cycle.

✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Auburn Area Catholic School

Records updated for this submission cycle:
6

Records not updated for this submission cycle:
17

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel

Print Page

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	161				F
<input type="checkbox"/>	✓	53				F
<input type="checkbox"/>	✓	54				F
<input type="checkbox"/>	✓	55				F
<input type="checkbox"/>	✓	623				M
<input type="checkbox"/>	✓	770				F

After clicking on "Update Selected Personnel", the red "Xs" will change to green check marks (✓), indicating that the records were updated for the current submission cycle.

Single Submission Form/Submitting New Personnel Records

For the submission of a single record, click on "Online Single Submission Form" on the Main Menu of the Nonpublic School Personnel Report Application. Each section is described separately. The fields are presented by section as they appear in the online application. Be sure to refer to the Nonpublic School Personnel Report Data Field Descriptions for each field submitted for complete information regarding the required data elements. The Nonpublic School Personnel Report Data Field Descriptions provide detailed information about each field in the application.

Data Submission

To submit and update personnel data, select from the following functions:

- [Online Single Submission Form](#)
- [Personnel Submitted](#)

Click here.

After you click on "Online Single Submission Form," the following screen will appear:

Center for Educational Performance & Information Michigan.gov

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report Single Submission

New Personnel Record
To enter a new employee record, please enter the Social Security number.

Personnel
Please enter the Social Security number of the employee. Click the GO button and the data entry form will appear.

SSN(yyyyzzzz):
[Text Input Field]

Go

Existing Personnel Record
To update an employee record that has been previously submitted by your school/facility, please access the [Personnel Submitted](#) and click the Personnel Identification Code (PIC) button to the left of the employee's name to view the record.

[Nonpublic School Personnel Report Main Menu](#)

Enter New Employee

Personnel

Enter the Social Security number in the box provided. After data are entered, click on "Go" in the appropriate box to advance to the next screen.

Edit Record

To edit a record previously submitted, click on **Personnel Submitted**, and then click on the PIC when the screen appears.

After clicking on "Go", the following submission screen will appear:

New Personnel

Employee Data		
(1) Date of Count: 12/3/2007	(2) School/Facility: 00206	District: 11010
(4) First Name: <input style="width: 90%;" type="text"/>		
(5) Middle Name: <input style="width: 90%;" type="text"/>		
(3) Last Name: <input style="width: 90%;" type="text"/>		
(7) Date of Birth (mm/dd/yyyy): <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	(6) SSN (xxxxxyzzzz): <input style="width: 80%;" type="text"/>	

Measurement Data	
(8) Gender <input style="width: 40px;" type="text"/>	(9) Racial/Ethnic Category American Indian or Alaska Native: <input style="width: 40px;" type="text"/> 0 Asian American: <input style="width: 40px;" type="text"/> 0 Black or African American: <input style="width: 40px;" type="text"/> 0 Native Hawaiian or Other Pacific Islander: <input style="width: 40px;" type="text"/> 0 White: <input style="width: 40px;" type="text"/> 0 Hispanic or Latino: <input style="width: 40px;" type="text"/> 0
(10) Date of Termination (mm/dd/yyyy): <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	

Submit NPSPR Data for this Employee

You must click this button to submit this employee's data to the Nonpublic School Personnel Report database

Click here to submit the data.

[Nonpublic School Personnel Report Main Menu](#)

The following sections provide specific detail about each field of data required.

Employee Data

Fields 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11.

The numbers in each box indicate the number of the field in the Nonpublic School Personnel Report Data Field Descriptions. Please refer to the Nonpublic School Personnel Report Data Field Descriptions for complete information about the field requirements.

Employee Data		
(1) Date of Count: 12/3/2007	(2) School/Facility: 00206	District: 11010
(4) First Name: <input style="width: 90%;" type="text"/>		
(5) Middle Name: <input style="width: 90%;" type="text"/>		
(3) Last Name: <input style="width: 90%;" type="text"/>		
(7) Date of Birth (mm/dd/yyyy): <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	(6) SSN (xxxxxyzzzz): <input style="width: 80%;" type="text"/>	

Fields 1 and 2 and the district code will be automatically populated when this screen appears.

Note: Field 1: Date of Count and Field 2: School/Facility are prepopulated in the online application with the appropriate date of count and the authorized user's school/facility number.

Field 1: Date of Count

The date of count is the due date for submission of the Nonpublic School Personnel Report data. For 2007, the date of count is 12/03/2007 and is prepopulated in the application.

Field 2: School/Facility Number

This is the operating number for the school/facility. This code is the state-assigned school/facility number and identifies the school/facility where the staff member is employed. This field is prepopulated in the application.

Field 3: Last Name

This field is required for all personnel. This is the staff member's last name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 4: First Name

This field is required for all personnel. This is the employee's first name. When submitting data in this application, punctuation marks are not permitted. In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: If this field is left blank, a fatal error will be reported.

Field 5: Middle Name

This field is submitted for all personnel when applicable. This is the employee's middle name (when applicable). When submitting data in this application, punctuation marks are not permitted. A period is permitted for a middle initial (e.g., L.) In order to account for all positions in the school, report all staff members who fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Programming edits: Blanks accepted.

Field 6: Social Security Number

This field is required for all personnel. This field provides the official identification of each employee. The Social Security number must be reported without hyphens or spaces; i.e., 333-22-4444 is entered as 333224444.

Programming edits: This field must be reported, or a fatal error will be reported.

Field 7: Date of Birth

This field must be reported for all personnel. This is the date of birth of the staff member employed in the school.

Programming edits: If the date of birth is blank, out of range, or not a valid date, a fatal error will be reported. The date of birth cannot be greater than 90 years prior to July 1 of the submission year and cannot be earlier than 14 years prior to July 1 of the submission year, or a fatal error will be reported.

Measurement Data Fields 8, 9, and 10

Measurement Data	
(8) Gender <input type="text"/>	(9) Racial/Ethnic Category
	American Indian or Alaska Native: <input type="text" value="0"/>
	Asian American: <input type="text" value="0"/>
	Black or African American: <input type="text" value="0"/>
	Native Hawaiian or Other Pacific Islander: <input type="text" value="0"/>
	White: <input type="text" value="0"/>
	Hispanic or Latino: <input type="text" value="0"/>
(10) Date of Termination (mm/dd/yyyy):	
<input type="text"/> / <input type="text"/> / <input type="text"/>	

Field 8: Gender Code

This field applies to all personnel. This is the gender of the staff member employed in the school. Report an "F" for female or an "M" male.

Programming edits: If the code is invalid or blank, a fatal error will be reported.

Field 9: Racial/Ethnic Code Optional Field

This field is optional for all personnel. This is the race/ethnicity of the staff member employed by the school. The primary racial/ethnic choice is represented with a "1", the second choice is a "2", the third a "3", the fourth a "4", the fifth a "5", and the sixth a "6". Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff member. Refer to Field 9: Racial/Ethnic Code, in the Data Field Descriptions for more information about the race/ethnicity selections.

When this field is reported, the following programming edits will be enforced:

Programming edits: If the code is invalid ~~or blank~~, a fatal error will be reported. At least one of the six categories must be submitted with a "1" or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Field 10: Date of Termination/Separation of Employment

This field applies to all personnel. This is the date of termination of the staff member. Any staff members who have left the school since the past school year should be reported with a date of termination in this field. When a termination date has been entered for a staff member, the record will be removed from the Personnel Submitted Report within the Nonpublic School Personnel Report prior to the 2008 data submission.

Personnel Identification Code (PIC)

Field 11: Personnel Identification Code (PIC)

The application produces the PIC. For new record submissions, the PIC will be assigned when the record is saved. The PIC appears at the top of the online submission screen for each record after the record has been saved.

Nonpublic School Personnel Report Single Submission		
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> PIC: 16109 </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-left: 20px;"> PIC </div>		
Employee Data		
(1) Date of Count: 12/3/2007	(2) School/Facility: 00206	District: 11010
(4) First Name:		
<input type="text" value="JOHN"/>		
(5) Middle Name:		
<input type="text"/>		
(3) Last Name:		
<input type="text" value="WAYNE"/>		
(7) Date of Birth (mm/dd/yyyy):		(6) SSN (xxxxxyzzzz):
<input type="text" value="1"/> / <input type="text" value="15"/> / <input type="text" value="1955"/>		<input type="text"/>

Saving a Record/Updating a Record

After all data are entered for a record, click on "Submit NPSPR Data for this Employee." The data will then be error-checked and either:

- 1) Saved as a valid record; OR
- 2) Reported with an error message(s).

Submit NPSPR Data for this Employee

You must click this button to submit this employee's data to the Nonpublic School Personnel Report database

[Nonpublic Personnel Main Menu](#)

Saved as Valid Record

If the data entered produces a valid record, the following screen will appear:



Record submitted successfully!

Thank you for submitting data for PIC 40

You may review your district's submission by accessing the Personnel Submitted section.

[View your Personnel Submitted](#)

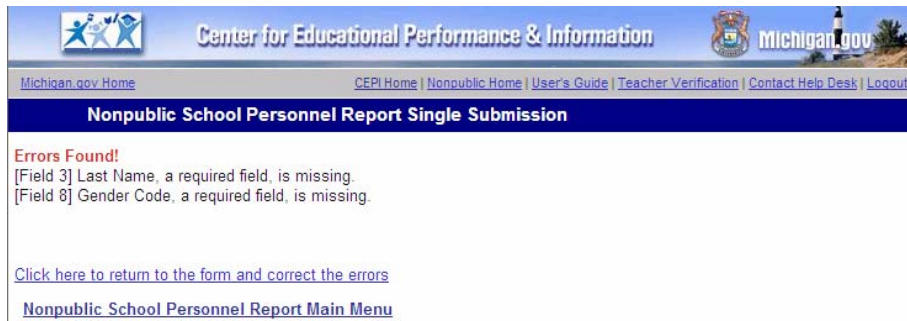
[Click here to add a new record](#)

[Nonpublic School Personnel Report Main Menu](#)

You may either click on [View your Personnel Submitted](#) to view a listing of all of your school's personnel previously submitted, click on [Click here to add a new record](#), or click on [Nonpublic Personnel Main Menu](#) to return to the main menu for other options.

Invalid Record

If the data entered produces an invalid record, an Error Message Report will appear. The following illustrates a sample Error Message Report:



To make the necessary edits on the record, click on [Click here to return to the form and correct the errors](#). You will then be directed to the submission screen to make the corrections. Once all errors have been edited, click on "Submit NPSPR Data for this Employee" again. If the record is error-free, it is then saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. Only error-free records can be saved.

When the record is saved as a valid record, you may use [Click here to add a new record](#) to return to a new entry screen, click on [Click here to View your Personnel Submitted](#), or click on [Nonpublic Personnel Main Menu](#) to return to the main menu for other options.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the Main Menu. Click on "Personnel Submitted."

Center for Educational Performance & Information

Michigan.gov

Michigan.gov Home | CEPI Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Nonpublic School Personnel Report Main Menu

Welcome to the Nonpublic School Personnel Report

Your School/Facility: Kalamazoo Country Day (00058)
4221 E. Milham Road, Portage

Data Submission

To submit and update personnel data, select from the following options:

- [Online Single Submission Form](#)
- [Personnel Submitted](#)

Click on Personnel Submitted.


Reports

To view a report or download personnel data, select from the following options:


- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Data submitted via the Nonpublic School Personnel Report are used to comply with the School Safety Legislation, effective January 1, 2006.

To review a record that has been submitted for the school's personnel, click on the PIC for the employee you wish to review. The Nonpublic School Personnel Report Application screen will appear with the employee's previously submitted data. See the illustrations that follow:



Center for Educational Performance & Information



[Michigan.gov Home](#)
[CEPI Home](#)
[Nonpublic Home](#)
[User's Guide](#)
[Teacher Verification](#)
[Contact Help Desk](#)
[Logout](#)

Nonpublic School Personnel Report Submitted

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Brookview School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted for the Nonpublic School Personnel Report. During each submission cycle of the report, you must update each record as well as enter any new personnel employed by your school.

To learn how to update a personnel record, read the [instructions](#).

Update Selected Personnel

Print Page

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	16109	WAYNE	J		M
<input type="checkbox"/>	✗	16111	WAYNE	J		M

Page 1 of 1

Show 100 records per page

To learn more about how to verify/update a record, click here. (See instructions below.)

Verified/updated record

Record not yet updated

Click on PIC to retrieve record.

[Nonpublic School Personnel Report Main Menu](#)

[Michigan.gov Home](#)
[CEPI Home](#)
[Nonpublic Home](#)
[User's Guide](#)
[Teacher Verification](#)
[Contact Help Desk](#)
[Logout](#)

[State Web Sites](#)
[Accessibility Policy](#)
[Privacy Policy](#)
[Link Policy](#)
[Security Policy](#)

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After the employee record is updated or verified, click on **"Submit NPSPR Data for this Employee"** at the bottom of the submission screen. If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.

Help Window -- Information regarding Personnel Update Instructions

Nonpublic School Personnel Report Submitted

Icon Legend

- ✓ Personnel record updated for the submission cycle.
- ✗ Personnel record not updated for the submission cycle.

Note: When all personnel have been submitted for your school/facility and there is a green check mark (✓) next to each personnel record, your submission is complete. Your submission is not considered complete if any records show a red 'x' (✗).

Lansing Catholic Central High School

Records updated for this submission cycle:

Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted for the Nonpublic School Personnel Report. During each submission cycle of the report, you must update each record as well as enter any new personnel employed by your school.

To learn how to update a personnel record, read the [instructions](#).

[Update Selected Personnel](#)

[Print Page](#)

CEPI - REP Help & Support - Microsoft Inte...

There are two methods for updating staff member's records. The first method updates one record at a time. To update a record, click on the PIC number button under the PIC column to the left of the staff member's name. The staff member's complete personnel record will appear. Update any necessary data for the staff member's record and click on 'Submit NPSPR for this Employee' to submit the record.

The second method updates multiple records. To update multiple records at one time, click in the checkbox to the left of the staff member's name. After selecting the appropriate records, click the 'Update Selected Personnel' button that appears at the top of the employees' list to submit the records.

After completing one of these methods, the record will then be updated for the current collection cycle and the Submission Status column will show a green check mark (✓) next to each record that has been successfully updated.

[Click here to close this window](#)

Click here to open the instructions window.

Information regarding verification of a record

Click here to close the window.

Personnel Submitted Report/Complete Submission

The Personnel Submitted Report lists all employees reported successfully for your school for each submission cycle. This report can be found on the Main Menu application.

Center for Educational Performance & Information Michigan.gov

[Michigan.gov Home](#) [CEPI Home](#) [Nonpublic Home](#) [User's Guide](#) [Teacher Verification](#) [Contact Help Desk](#) [Logout](#)

Nonpublic School Personnel Report Submitted

Brookview School

Records updated for this submission cycle:
Records not updated for this submission cycle:

The following report lists the personnel that your school/facility has submitted to the Nonpublic School Personnel Report. During each submission cycle of the report, your school/facility must update each record as well as enter any new personnel employed by your school/facility.

To learn how to update a personnel record, read the instructions.

[Update Selected Personnel](#) [Print Page](#)

	Sub. Status	PIC	Last Name	First Name	Date of Birth	Gender
<input type="checkbox"/>	✓	16109	WAYNE	JOHN	01/15/1955	M
<input type="checkbox"/>	✗	16111	WAYNE	JOHN	04/15/1980	M

Page 1 of 1

Show records per page

[Nonpublic School Personnel Report Main Menu](#)

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[State Web Sites](#) [Accessibility Policy](#) [Privacy Policy](#) [Link Policy](#) [Security Policy](#)
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The total number of records submitted will appear at the top of the report.

Click here to print a copy of the Personnel Submitted Report.

Deleting a Record

Records may only be deleted from the Nonpublic School Personnel Report database by CEPI personnel. **Only those records for individuals who have never worked for your school or duplicate records submitted in error may be deleted from your file.** Employees who have retired or terminated employment with the school will not be deleted.

To request to have a record deleted from your file, you must do the following:

1. Send an e-mail message to CEPI@michigan.gov.
2. Subject line: REMOVE EMPLOYEE.
3. Message: School name and school number followed by the employee's PIC number and name. Include a school contact name and phone number.
4. A Help Ticket will be created for you, and the employee(s) will be removed from your school by CEPI.
5. **Note: If you are requesting removal of a duplicate record, the original record submitted by your school will be retained in your Nonpublic School Personnel Report file.**

Remember, you may only request record deletions for employees listed in your Personnel Report who have never worked for your school or for duplicate records submitted in error.

If you request to delete a record in error, you will be required to resubmit that record.

Reports Available to Schools

In addition to the Personnel Submitted Report, there are two reports available to the schools:

- 1) Download NPSPR Data File
- 2) Employee Listing by School.

Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Reports – Click on the report you wish to access.

Employee Listing by School

This report lists employees for whom records were successfully submitted by the school. This list file is tab-delimited and the format of the report is as follows: Personnel Identification Code (PIC), Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Racial/Ethnic Code.

The following information screen will appear when you click on "Employee Listing by School":

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | Contact Help Desk | Logout

Employee Listing by School/Facility

The Employee Listing by School/Facility allows you to download your school/facility's employee data in a tab-delimited file.

The file contains the following fields:

- Personnel Identification Code (PIC)
- Last Name
- First Name
- Middle Name
- Social Security Number (SSN)
- Date of Birth (DOB)
- Gender
- Race/Ethnicity

Click on the "Download Employee Listing" button below to retrieve your Employee Listing by School/Facility. Upon the completion of the download, you may view the file in your default application for reading text files (e.g., Notepad) or open the file in a spreadsheet application such as Excel.

[Download Employee Listing](#)

Nonpublic School Personnel Report Main Menu

Michigan.gov Home | CEPI Home | Nonpublic Home | User's Guide | Teacher Verification | State Web Sites | Accessibility Policy | Privacy Policy | Link Policy | Sec

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The [File Download](#) will appear when you click on [Download Employee Listing](#).

PIClist[1].txt - Boxer Text Editor - [* C:\Documents and Settings\... Local Settin...

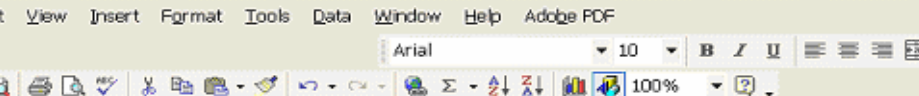
File Edit Block Search Paragraph Tools Project Configure View Window Help

New Open Save Preview Print Undo Redo Cut Copy Paste Find Next Mate Replace Go to Rec/Stop Playback Macros Spell Calendar

10 20 30 40 50 60 70 80 90

```

This file lists all employees on file with Nonpublic School Personnel in Happy Day School (1111).
NOTE: Each field is separated by a TAB character.
Format is as follows: PIC, Last Name, First Name, Middle Name, SSN, DOB, Gender, Race/Ethnicity
---Beginning of Results---
16109 WAYNE JOHN 111111111 1/15/1955 M
16111 WAYNE JOHN J 222222222 4/15/1980 M
---End of Results---
```



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H
	PIC	Last Name	First Name	Middle Name	Social Security Number	Date of Birth	Gender	Race/Ethnicity
1	8	GLENN	JOHN		xxxxxxxxxx	4/15/1976	M	Asian American, White
2	7	GREEN	LAURA	E.	xxxxxxxxxx	1/1/1990	F	Asian American
3	4	JONES	JACK		xxxxxxxxxx	1/13/1972	M	Asian American
4	10	SMITHSON	NICHOLAS	J	xxxxxxxxxx	5/22/1980	M	White
5	9	USERS	TEST		xxxxxxxxxx	12/25/1965	F	Native Hawaiian or Other Pacific Islander, White
6	11	WILLIAMS	WILLIAM	W	xxxxxxxxxx	5/5/1980	F	White
7								
8								

Download Nonpublic School Personnel Report Data File

This selection will provide a downloadable XML file of the data submitted for the current submission cycle.

Reports

To view a report or download personnel data, select from the following options:

- [Download NPSPR Data File](#)
- [Employee Listing by School/Facility](#)

Click here.

CEPI has received requests from schools to provide a method to download the Nonpublic School Personnel data that your school has successfully submitted to CEPI. As a result of this request, CEPI has provided an option to download a data file. The downloadable data file will be in XML format (.xml file extension). XML is a structured computer language that is used to store data in a text-formatted file. This file may be opened in any text editor program (e.g., Notepad, Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer, Netscape). It may also be imported to a Microsoft Access database or opened in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to allow your school to have a permanent record of the data that it has successfully submitted to CEPI at any given time. CEPI recommends keeping a record/report of all data submission.

The XML data file layout

The layout below will be used primarily by developers and IT staff members to gain an understanding of how the data are stored in the XML file. A brief description of the data contained in each field is given to the right of the field. The layout is as follows:

```
<NonpublicData>
  <PersonnelRecord>
    <PIC>
    <DateOfCount />
    <Isd />
    <School/>
    <LastName />
    <FirstName />
    <MiddleName />
    <SocialSecurityNumber />
    <DateOfBirth />
    <GenderCode />
    <RacialEthnic>
      <RacialEthnicCode1 />
      <RacialEthnicCode2 />
      <RacialEthnicCode3 />
      <RacialEthnicCode4 />
      <RacialEthnicCode5 />
      <RacialEthnicCode6 />
    </RacialEthnic>
    <DateOfTermination>
  </PersonnelRecord>
</PersonnelRecord>
```

- Date (mm/dd/yyyy)
- Text (NN)
- Text (NNNNN)
- Text
- Text
- Text
- Text (NNNNNNNNNN)
- Date (mm/dd/yyyy)
- Text (A)
- Boolean (0 or 1)
- Boolean (0 or 1)
- Boolean (0 or 1)
- Boolean (0 or 1)
- Boolean (0 or 1)
- Boolean (0 or 1)
- Date (mm/dd/yyyy)

Using Microsoft Access to view the XML data file

This XML file may be imported into a Microsoft Access XP database, if desired. Please note that this will only work with Microsoft Access version XP or higher. These instructions will not work with Access 2000 or lower. To import your Nonpublic School Personnel Report XML data file to an Access XP database, simply follow these steps:

1. Start Microsoft Access XP and create a new blank database.
2. Name the database whatever you wish.
3. Under the File menu, select "Get External Data," and then select "Import..."
4. In the Import dialog box that appears, find the drop-down list at the bottom labeled "Files of type." Scroll down through that list and select the "XML Documents" option.
5. Locate the saved XML file on your computer, select that file, and click the "Import" button.
6. The Import XML dialog box will appear.
7. Click "OK".

You should get a message box that says "Finished importing document..." Click "OK" and your Access XP database will be set up and contain your school's data.

Information on the table structure: The EmploymentData table contains the bulk of the information on the employee, such as the name, birthdate, SSN, etc. The RacialEthnic table contains the racial/ethnic codes and values (refer to the Nonpublic School Personnel Report Data Field Descriptions for an explanation of the codes). Complete personnel information can be found by using this relationship.

Using Microsoft Excel to view the XML data file

The XML data file may also be opened with Microsoft Excel XP as well. Please note that this will only work with Microsoft Excel version XP or higher. These instructions will not work with Excel 2000 or lower. To open your XML data file in Excel XP, simply follow these steps:

1. Start Microsoft Excel XP.
2. Under the File menu, select the "Open..." option.
3. In the Open dialog box that appears, find the drop-down list at the bottom labeled "Files of type:". Scroll down through that list and select the "XML Files" option.
4. Locate the saved XML file on your computer, select that file, and click the "Open" button.

The format will vary depending on the contents of your XML data file, but the fields will be labeled appropriately.